



POSITION DESCRIPTION

**5k and Special Events Coordinator
Greater Kalamazoo Girls on the Run**

**Reports to: Director, Girls on the Run/Executive Director,
Communities In Schools Kalamazoo**

Classification: Salaried, exempt staff

POSITION SUMMARY

Responsible for the primary coordination and implementation of the Girls on the Run 5k events in conjunction with volunteers. Also assist with the coordination and implementation of special events in support of the Girls on the Run programs.

WORKING CONDITIONS

Normal working conditions where there is no physical discomfort due to temperature, dust, noise and the like, however the Girls on the Run 5k events outdoor events held rain or shine. Occasionally lifts average 40-pound boxes of supplies, materials, etc. to waist high level. Ability to drive plus the availability of a vehicle to use for getting to and from meetings and other events. Valid Michigan driver's license and the ability to obtain necessary auto insurance for the above purposes. Must be able to work a varied schedule when required, including evenings, early mornings and weekends in order to cover the work. Must be able to observe and hear program participants, staff, volunteers, and Council partners across a wide range of settings and interpret that input for the purpose of evaluation, monitoring and program modifications. This is a part-time, seasonal position, working an average of 20 hours per week approximately mid-August through mid-June. Additional hours are required for several weeks prior to and during major events. Currently that is mid-January through early February; mid-March through late May.

RESPONSIBILITIES

- Serve as the lead staff in the coordination and implementation of the all Girls on the Run 5k events which are community celebration events concluding each Girls on the Run season.
- Serve as a staff liaison to 5k committee(s). In conjunction with the 5k committee(s) chair and members, coordinate all event logistics. Attend committee meetings.
- Assist with volunteer recruitment, training, communication, appreciation and recognition for 5k events. Maintain a database of interested volunteers connecting them to specific roles. Seek feedback from volunteers post event to enhance future event implementations. Use technology as necessary including RacePlanner, Google Docs and Survey Monkey.
- Collaborate and communicate effectively with community partners, donors, the City of Kalamazoo, vendors and 5k venue staff as necessary to coordinate the all 5k events.
- Partner with other Girls on the Run staff to ensure effective 5k-related communication occurs with Girls on the Run programs' coaches, liaisons, parents, and other stakeholders.
- Serve as the primary contact for all inquiries related to the safety and communication plan for all 5k events.
- Assist in securing sponsors for 5k events and other special events – in-kind and/or cash, track donors in donor database and ensure proper recognition is given.
- Assist with the overall marketing of 5k events and special events. Attend GOTR marketing committee meetings and promote GOTR events at community health and volunteer fairs.
- Increase community runner and volunteer participation annually.
- Serve as the lead staff in the coordination and implementation of fundraising- or friendraising-focused special events. Work with any committee(s) to plan event details.
- Serve as the lead staff in the coordination and implementation of the Tutu Run. Work with committee(s) to plan event details.

- Form trusting and productive working relationships with volunteers and the Greater Kalamazoo Girls on the Run Council.
- Assist in the overall implementation of the Girls on the Run programs as needed.
- Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Excellent project management, communication, collaboration and team participation skills. Special event planning experience preferred.
- Bachelor's degree preferred.
- Proficiency using data collection instruments (Microsoft Excel, Survey Monkey) and Microsoft Office programs.
- Outstanding relationship building skills and the ability to quickly engage potential and current volunteers.
- Ability to manage multiple tasks simultaneously and work under time constraints.
- Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.
- Understands and embraces a healthy lifestyle in thought, word and actions. Exemplifies these values.
- Previous experience with the Girls on the Run programs and working with volunteers preferred.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Position Status

Part-time, seasonal (approximately August 15 – June 15), salaried position averaging 20 hours per week with additional hours just prior to and during special events. In addition to traditional office hours, the 5k and Special Events Coordinator is expected to work occasional weekends and evenings to participate in scheduled events and meetings as the work of the organization requires.

Application Process

Interested candidates must submit a letter of interest and current resume for consideration. Please submit materials electronically to: Diane Kievit at dkievit@ciskalamazoo.org

Responses must be received by Monday, October 6th at 8 a.m.